

# North Dundas Parade of Lights Vendor Fair 2024 Application Form

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_

Type of merchandise: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Power outlet required: Yes \_\_\_\_ No \_\_\_\_

**Date:** Saturday, December 7, 2024

**Location:** Joel Steele Community Centre (upstairs at the Winchester Arena, 577 Main St., Winchester, Ontario)

**Time:** 9:00 am–4:00 pm

**Set-up Time:** 7:30–9:00 am

**Tear Down Time:** 4:00–5:00 pm

Please share our event with your friends, family and client lists. This event is well promoted through local media; however, we encourage you to 'like' our Facebook Page and refer to our website for news and updates:

[www.facebook.com/NorthDundasParadeOfLights](http://www.facebook.com/NorthDundasParadeOfLights)

[northdundasparadeoflights.ca](http://northdundasparadeoflights.ca)

**Exhibitor Fee:** \$25 per table. Includes one table and chairs

**Number of Tables:** \_\_\_\_\_ x \$ 25.00

**Total:** \$\_\_\_\_\_.00

E-transfer is preferred, but cheques will be accepted. Send e-transfer to [vendor@northdundasparadeoflights.ca](mailto:vendor@northdundasparadeoflights.ca). Please make cheques **payable to the North Dundas Parade of Lights**. Completed vendor forms and full payment are due Wednesday, November 20, 2024 (this includes all applications sent by mail). Any cheques returned by your bank will cause your acceptance to be null and void. Please see rules and requests. If you have any questions or concerns, **prior to Nov. 20, 2024**, please email [vendor@northdundasparadeoflights.ca](mailto:vendor@northdundasparadeoflights.ca).

***If you are paying by cheque, please mail application & payment to:***

Parade of Lights  
c/o Cheryl Beasley  
585 St. Lawrence St., P.O. Box 964  
Winchester, Ontario  
K0C 2K0

# Rules & Regulations

1. Exhibitors must supply their own display items, power cords, cash box, float, and other tools, equipment, and supplies required for the duration of the event. **Tables and chairs will be provided.**
2. Exhibitors are responsible for keeping their area clean during and after the event. **Garbage cans will be provided.**
3. All exhibitors must be completely set up by 8:45 am.
4. Sale permits and collection of all appropriate sales taxes are the sole responsibility of the exhibitor. You are responsible for your own charge card services.
5. Exhibitors are expected to participate for the duration of the event, unless otherwise informed by the vendor fair coordinator, Cheryl Beasley.
6. You are responsible for all necessary personal supplies that you need at your display area, ex: beverages, food, first-aid supplies, etc.
7. You are displaying at a family event and must conduct yourself appropriately. Under no circumstances will profane language, or inappropriate behaviour or attitudes be tolerated, or you will be asked to leave the event and your participation in future events will be thoroughly evaluated.
8. All exhibitor tables will be set up by the Winchester Community Centre staff on the day of the event and are therefore not the responsibility of the exhibitors. Each exhibitor will be granted a space of one table (unless the exhibitor requests otherwise and payment is received). Additional chairs will be available, if required.
9. The North Dundas Parade of Lights Committee cannot be held responsible for the quality of the products sold by individual exhibitors or the volunteer-run canteen.

Name of Applicant (Please print): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

# Photo/Video Release Form

The Township of North Dundas appreciates having photos to use in our publications and presentations.

In the past, photos have been used for such things as brochures, posters, publications, newsletters, newspaper ads & articles, funding presentations, websites, and other Township of North Dundas advertising and promotions.

We would appreciate your permission to use any images of you/your dependent(s), captured through video, photo and digital camera, to be used solely for the purposes of Township of North Dundas promotional material and publications, and ask that you waive all rights of compensation or ownership thereto.

**Name of person in image** (please print):

---

**Name of parent/guardian** (if under 18 yrs.) (Please print):

---

**Phone number:** \_\_\_\_\_

**Signature** (if the release is for a person 18 years of age or younger, a parent or guardian must sign):

---